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Support Bulletin

9 June 1969

MEMORANDUM FOR: RAB Staff
Archives and Records Center

SUBJECT : Items for Support Bulletin

25X1 [redacted] again has asked if we have any items for his Support Bulletin. He needs them before 20 June.

If you have a brief item on some phase of the Records Program that we can publish and would help the Agency Components then please let me have it as soon as possible.

[redacted] 25X1

Chief
Records Administration Branch

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SECRET

DECEMBER SB-39

# support bulletin 1969

FOR INFORMATION OF HEADQUARTERS AND FIELD PERSONNEL

SECRET

GROUP 1
Excluded from automatic downgrading and declassification

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# PURPOSE

The Support Bulletin, published periodically, is designed to keep headquarters and field personnel informed on administrative, personnel, and support matters. The Support Bulletin is not directive in nature but rather attempts to present items which, in general, are of interest to all personnel and, in particular, of interest to those employees occupying various support positions. Suggestions and constructive criticism from both headquarters and field personnel are encouraged.

NOTE: — This bulletin is *for information only*. It does not constitute authority for action and is in no way a substitute for regulatory material.



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Declassified in Part - Sanitized Copy Approved for Release 2012/06/28 : CIA-RDP73-00402R000100210002-9



# TABLE OF CONTENTS


| | *Page* |
|---|---|
| The Educational Aid Fund | 1 |
| Changes in Insurance Benefits | 2 |
| A Place to Live | 3 |
| On Rabies | 6 |
| Promotion Recommendations no longer to be included in fitness reports | 8 |
| Restrictions on Space Available travel lifted | 9 |
| Training News | 10 |
| Gold Coin Import Regulations Relaxed | 12 |
| Selecting the date for your military retirement | 13 |
| Safety Hints | 14 |
| Disposition of Federal Records | 17 |
| Vehicles Overseas | 19 |




Declassified in Part - Sanitized Copy Approved for Release 2012/06/28 : CIA-RDP73-00402R000100210002-9

Declassified in Part - Sanitized Copy Approved for Release 2012/06/28 : CIA-RDP73-00402R000100210002-9

# The Educational Aid Fund

## Scholarship Aid for Dependents

The purpose of the Fund is to provide financial assistance to dependent children of present and former Organization employees who would not be able to continue their education at the college level without such assistance.

## Financial Need—The Principal Criterion

To date, the Fund has provided almost $51,000 in scholarship aid to dependents of Organization employees, most of it in $500 grants. Applications are reviewed and awards are approved by the Board of Trustees. A principal criterion for selection has been, and will continue to be, financial need. Other criteria which are carefully weighed by the Board of Trustees include educational achievement and the character and motivation of the applicant, judged by such evidence as the degree to which he or she has sought summer or other employment and by the statements in a personal essay which is submitted with the application.

Sixty-three per cent of the scholarships in the last four years have been awarded to dependents of persons in the category of GS-12 and below. This includes Wage Board employees and one retired annuitant. No scholarships have so far been awarded to dependents whose parents are GS-15's or higher.

## A Special Scholarship Available

An exception to the general rule which gives very considerable weight to financial need as a factor in the selection of applicants is a special scholarship which has been established in memory of a former official of the Organization. This is an award granted from time to time in an amount generally equal to other individual grants (so far $500) to an applicant who, irrespective of financial need, appears to have outstanding personal qualifications and potential as an individual and a student. Only capital funds are used for this award.

## Selections Made on an Anonymous Basis

Applications are reviewed on an anonymous basis, which removes any subjective element in arriving at selections. The Fund favors no particular colleges or area of the United States. A repeat applicant who has received a grant is judged on a more strictly competitive basis than is an initial applicant. The scholarship is not a continuing one, and everyone, including grantees, must apply every year. If an applicant is a college student, his college record is more important than his high school record. The combination of low Scholastic Aptitude Test (SAT) scores and a high academic



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Declassified in Part - Sanitized Copy Approved for Release 2012/06/28 : CIA-RDP73-00402R000100210002-9



average is given more weight than one of high SAT's and a low average.

## Continuing Support Badly Needed

The present ceiling on scholarships remains at $500. One day, hopefully, grants of $750 or $1,000 can be made. This however, is contingent on a great increase in the present level of funds. The Board of Trustees presently authorizes the allotment to scholarships of all the monies collected during the UGF fund drive. A capital fund has been established. Ultimately, it is hoped to build the principal of this fund up to a point where interest from the fund plus annual contributions to income will provide something of the order of $30,000 a year for scholarship purposes. Present level of the capital fund, which has accumulated through private donations, is $19,644.12.

The Fund's need for an increased level of giving is a real and continuing one. Donations are not restricted to the time of the UGF campaign but are gratefully accepted throughout the year. This is a worthy cause and one that deserves your support. Given sufficient funds, the Fund will be able to provide more and larger scholarships in the furtherance of one of the most important benefits for our dependents, that of higher education.

## How to Make Donations

25X1

Donations should be sent to the office of the executive secretary of the Fund, in the

[redacted]

The Chairman would be most grateful for any suggestions concerning possible sources of donations to the capital fund, whether from present or former employees of the Organization. Some employees, as an indication of their deep interest in the purposes of the Fund, have actually made bequests in their wills to it.

# Changes in insurance benefits

### Increased Life Insurance Benefits

Earlier this year employees insured under WAEPA (Worldwide Assurance for Employees of Public Agencies, Inc.) were notified that the Board of Directors had voted to increase coverage under the Supplemental Plan of Group Life Insurance at no additional cost to its members. The Supplemental Plan was increased by $5,000 for those under 51 years of age and by $2,500 for those in the age group of 51 to 65 years.

Employees who are interested in term life insurance may wish to consider this plan or the UBLIC Life Insurance Plan which offers a choice of coverage from $3,000 to $30,000. Additional information on either plan may be obtained from the insurance office or by referring to the January 1967 Support Bulletin which was devoted exclusively to employee benefits and financial and estate planning.

### Some Changes in Health Insurance

Page 4 of the April 1969 Support Bulletin indicated that the "Open Season" for health insurance changes under the Federal Employees Health Benefits Program would apply to employees only—not to annuitants. Since publication of that information, the Civil Service Commission has changed its policy and now advises that annuitants will be permitted to change their enrollments from one plan or option to another, or from self alone to self and family, or both, during the period November 10 to November 28, 1969. They will not, however, be permitted to change their status from *not enrolled* to enrolled, as will employees.



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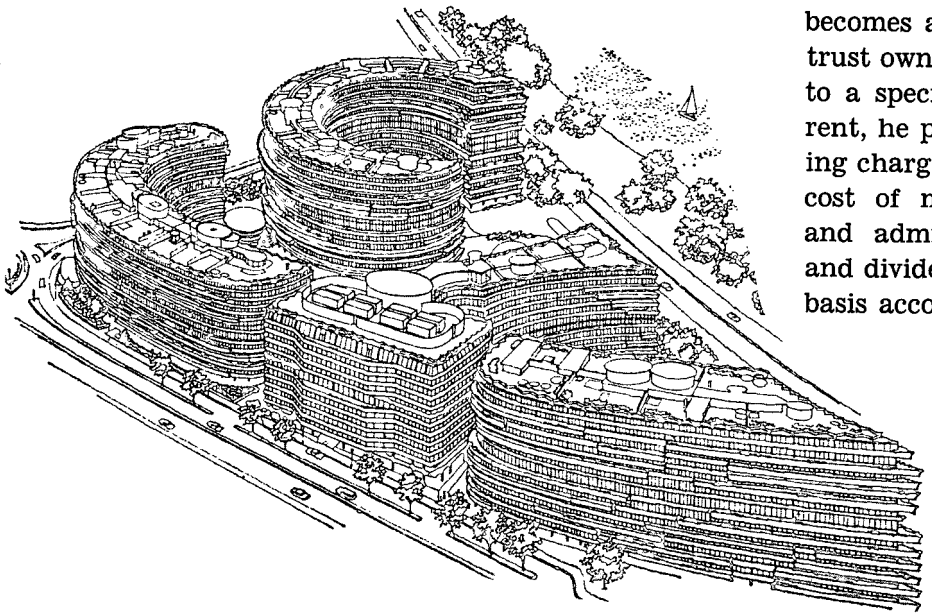
# A Place to Live

*This is the second of a series of articles recommended by a number of Bulletin readers. They are intended to suggest some of the factors to be considered before taking action on buying, selling, renting, leasing or financing a place to live.*

## Readers Raise Questions

The first article on "What to do about a place to live" raised a number of questions. The first questions were raised by an employee who is adverse to yard work but is interested in building an equity in property. His questions were, "What about cooperative apartments and condominiums and just what is the difference?"

In view of the way apartment rentals are soaring and the increasing amount of money it takes to maintain single family housing, other readers may also be interested in these questions.



## Group Ownership— Similarities and Differences

Cooperative and condominium are two forms of group ownership. Generally speaking, most cooperatives and condominiums are managed similarly. Each member-owner has a voice and vote (frequently proportionate to apartment investment and size) in the group operation and each owner is responsible for maintenance of his own dwelling.

Because one mortgage covers the entire cooperatively owned building and owners are not allowed individual mortgages, a co-op buyer makes a cash down payment on a unit and becomes a shareholder in the corporation or trust owning the property. He receives a lease to a specific dwelling and instead of paying rent, he pays monthly maintenance or carrying charges. Mortgage costs, real estate taxes, cost of maintenance, repairs, replacements and administration are budgeted annually and divided among the tenants on a monthly basis according to their investments.



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Declassified in Part - Sanitized Copy Approved for Release 2012/06/28 : CIA-RDP73-00402R000100210002-9



## The Condominium Owner

While the co-op resident functions both as tenant and owner, the condominium dweller is more like a home owner. He takes actual title to his residence in a multi-unit building or complex. The condominium owner alone is responsible for his mortgage and tax payments, and he also pays his proportionate share of operating expenses for shared areas, services and equipment. While the co-op resident deducts on income tax forms his proportionate share of interest and taxes paid by the corporation, the condominium owner deducts his personal mortgage interest and tax payments. As with a private home, the condominium owner, once a portion of his mortgage has been paid off, can raise cash through mortgage re-financing.

## The Money Market

Another reader requested information on the present and projected state of the "money market" or interest rates, since it might pay to wait for lower interest rates. It is doubtful if any publication can predict with definite accuracy when interest rates will go down—certainly not the Bulletin.

However, in May 1969, John B. Wetmore, Director of Research for the Mortgage Bankers Association, predicted the Washington area mortgage interest rate would continue at high levels for some time in the future. As a guide in making your own estimate, here is a chronology of the rise in FHA interest rates over the past decade, as researched from the files of the Mortgage Bankers Association's files:

| Date | | Per Cent |
|---|---|---|
| January | 1969 | 7½ |
| May | 1968 | 6¾ |
| October | 1966 | 6 |
| April | 1966 | 5¾ |
| February | 1966 | 5½ |
| May | 1961 | 5¼ |
| February | 1961 | 5½ |
| September | 1959 | 5¾ |
| July | 1959 | 5¼ |

Of course the interest rate is only one of the factors that will affect your monthly payments—certainly as important is the price of the house. Mr. Wetmore also projected that activity in the area housing market will fall short of rising demand, pulling prices up on existing and new housing. Although the National Association of Real Estate Boards could be accused of some bias in recommending an investment in a home now and not to wait for "better conditions," sales prices in the past give the Association a good argument. A report of the NAREB shows that the median sales price for pre-occupied homes in the suburbs rose from $18,690 in March 1966, to $21,160 in March 1969, which was 7.4 per cent higher than the year before level of $19,700.

One of the ways to protect yourself against the highest mortgage interest rates in decades is to have certain clauses in the mortgage permitting you to pre-pay the full amount at any time, without penalty, if possible, or even one per cent could be helpful. Today's lenders like to have a clause prohibiting the mortgage from being paid off for at least five to ten years. It might pay you to shop around.

## Deciding Where To Live

Many factors such as personal preference, availability of schools, recreation and transportation and distance to work will have a bearing on your decision as to where to look



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for a place to live. But taxes should also be considered if you are interested in the costs of owning a home in one area versus another.

A study made in 1967 of taxes in the metropolitan area, assuming a family with a $15,000 income, a $35,000 home and a car worth $2,000, showed that taxes would be the lowest in the District of Columbia. Next came Arlington County, followed by Falls Church, Alexandria, and Fairfax, Montgomery and Prince Georges Counties. Since then there have been a number of changes in taxes, but if you wish to make your own estimates, here are the types of taxes you might consider—income, sales, real property, personal property, utility, water-sewer, trash collection and auto tags.

## Selecting a Neighborhood

After you have decided on the area in which you wish to live, selecting the neighborhood is next. Most real estate experts agree that the most important factor in the sale price of any house is the neighborhood in which it is located. The Changing Times Magazine published the views of a select group of appraisers on what home buyers do wrong. The top two mistakes were found to be over-improvement and poor location.

## Selecting a House

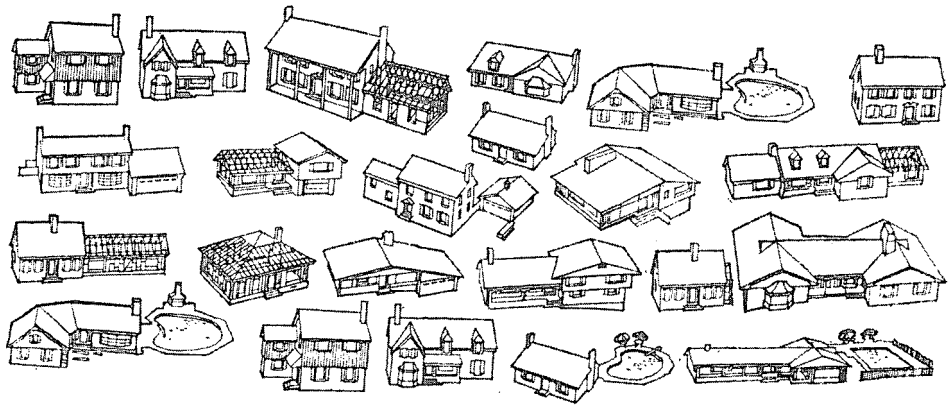
Next you will have to decide on a new house versus an old one. The newer houses are more apt to be farther out, which may be much more advantageous in the summer than in the winter. The main advantage of a house more than ten years old is that it usually offers more space. But in a random sampling of ten-years-or-more older houses, Home Consultants, Inc. discovered inadequate wiring in eight out of ten and termites or wood rot in nearly six of ten.

On the other hand, new houses may have drainage or sewage problems that may not show up until later under different conditions than at the time of purchase.

When you become interested in a house, what features should you consider? Some general features are important for you to consider: Which way does the house face? Is the arrangement and size of the rooms good? How about natural light and cross ventilation? Do the rooms provide enough wall and storage space? (The appraisers mentioned above rated among the top four mistakes by buyers—insufficient living space and poor interior arrangement.) Many of these items are a matter of personal taste. If they satisfy your family needs or preferences, they are good.

How can you tell if a house is well-built? If possible, get a copy of the plans and specifications. Compare what you see with what is shown on the plan. Often plans are revised during construction, for better or worse.

If you feel inadequate to judge whether the house has structural defects, an inadequate heating system, defective or insufficient wiring, unsatisfactory plumbing, etc, it might be wise to consider the services of a professional appraiser. After inspecting the house, he can give you an appraisal not only of the condition of the house and the desirability of the neighborhood but also a dollars and cents opinion of the value of the house on today's market.





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# On RABIES

## Early History and Treatment

The earliest known record of rabies is said to date from 2300 B.C. Much later, Aristotle announced that it was caused by dog bite. In the 1880's, Pasteur isolated the virus from rabid animals, reproduced the disease by injecting other animals with it; and from the infected spinal cords of rabbits, he produced the first vaccine. This vaccine, as well as all subsequent ones, contained a modified form of the virus, capable of inducing specific immunity without causing the disease. With it he treated, with presumed success, a nine-year old boy bitten by a rabid dog. At any rate, the patient survived the treatment and did not develop rabies.

Pasteur's vaccine unfortunately had a serious shortcoming. A small percentage of its recipients died, not of rabies, but of allergic reactions to the nervous tissue in the vaccine. The same untoward reactions occurred following the injection of antirabies horse serum. (Here the horse gets the vaccine, develops immunity, and the immune blood serum is then injected intramuscularly into the patient.)

## Lower Risk with Present Vaccine

By the 1940's, the virus was being grown on living duck embryos; but it was not until 1957 that this rabies vaccine was put on the market. The point of using duck embryos was to produce a vaccine which would not provoke serious allergic reactions. The effort yielded a vaccine which rarely causes any complications, and it is the one we use today. It is not completely without risk, but it is much better than running a high risk of developing the disease.

## How the Disease is Transmitted

A few facts about the natural history of rabies form the basis for present day treatment and prevention.

Rabies is a disease only of warm-blooded animals, any of which can contract the disease. It is most common in dogs and dog-like animals (foxes, jackals, coyotes), but where certain other animals (skunks, bats, mongooses) abound, it perpetuates itself among these other species. All these animals, in the wild state, can constitute natural reservoirs of the disease.

Transmission of the disease is through a break in the skin, into which is introduced the rabies virus. The virus eventually gets into most of the organs of the rabid animal, including the salivary glands, so that the animal's bite serves both to break the skin and to introduce the virus at the same time.

The incubation period (time between bite and first symptoms of illness) is usually six to eight weeks, though it may be shorter, and may be as long as several months. The virus travels slowly along the nerves from the site of inoculation to the spinal cord and thence to the brain, where it produces its fatal results. Since the virus takes this route, the



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farther the infecting injury is from the brain, the longer the incubation period. Bites, for example around the face call for earlier treatment than bites on the foot.

## Determining If Animal Was Rabid

Since the treatment is not without risk (of allergic reactions), it is better not to give it if one can be certain that the biting animal was not rabid. The best way to be certain is to keep the animal under observation for ten days. If the animal shows no evidence of any illness at the end of that time, it could not have been infectious at the time of the bite. Sometimes, of course, the animal is killed at the time of the bite or shortly thereafter so that the ten-day observation period is impossible. In such cases, microscopic examination of certain parts of the animal's brain can usually establish the diagnosis. Simultaneously, a laboratory animal can be inoculated with some of the suspect brain tissue. If the tissue has the rabies virus in it, the laboratory animal will develop the disease, thus providing a double check on the diagnosis.

## Rabies Uncommon in Urban Areas

As a practical matter, rabies does not occur in the urban areas of countries with good control of dogs. Good control means that no stray dogs are tolerated, and all other dogs are required to be registered and to be vaccinated against rabies. From countries without effective public health programs in various areas of the Far East, Middle East, India, Africa, and South America, cases of human rabies continue to be reported from time to time. Even here, cases of human rabies are so rare in urban areas that there is no requirement for human vaccination prior to entering these areas.

## Vaccination Worth Considering

The Organization does make rabies vaccination available to its people going overseas; and, particularly for those who will be assigned outside the cities in the areas mentioned above, it is well worth considering.

Within the United States, pre-exposure vaccination is suggested only for those in especially "high risk" occupations, usually listed as laboratory workers, veterinarians, dog catchers, and postmen.

## Many Considerations Bear on Treatment

A useful clue to the probable rabidity of an attacking animal is the matter of whether or not the attack was provoked. A **really** unprovoked attack by a normally timid or friendly animal is much more likely to be an indication of illness than is a provoked attack. This applies to family pets as well as animals in the wild.

Another clue is the identity of the animal in the context of the known reservoirs of the disease in the area. Should one somehow contrive to be bitten by a wild jackal in the Sudan, or a wild mongoose in India, or a stray dog in up-country Thailand, the chances that the animal was rabid are greater than if the animal were a stray cat in Tokyo.

All these considerations have an important bearing on the choice of post-exposure treatment, as does the matter of whether or not the victim has previously had the duck embryo immunization.

Human beings develop antibodies in response to the vaccine, and it therefore seems reasonable that they develop a significant degree of immunity. Statistically significant figures on the effectiveness of the vaccine in actually preventing rabies in human beings are, however, impossible to come by, since controlled experiments are out of the question. It is necessary, therefore, to make assumptions based on indirect evidence. The main evidence in this regard is that the vaccine does provide protection in laboratory animals, and this protection correlates with the development of demonstrable antibodies in their blood.

Up to ninety per cent of all persons vaccinated develop demonstrable antibodies in their blood some months after the initial shot is given. The schedule is two shots one month apart, followed by the third shot seven to



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eight months later. Only after the third shot, however, do the antibodies appear in the blood, and by that time it is usually not feasible for most Organization personnel to get this special laboratory test performed. Here again, the statistics provide some comfort, but in the individual case of suspect bite, in order to be on the safe side, one must assume that the patient is in that ten per cent who develop no antibodies.

Obviously, the great majority of animal bites and scatches are inflicted by healthy household pets, and do not require any specific antirabies action.

The World Health Organization has prepared a table of indications for the use of the vaccine and the horse serum, based on the degree of likelihood that the attacking animal was infectious at the time of the bite. This table provides general guidelines, but it remains, as usual, a matter for the physician's judgment to weigh the risks and values of treatment against the risks of the disease.

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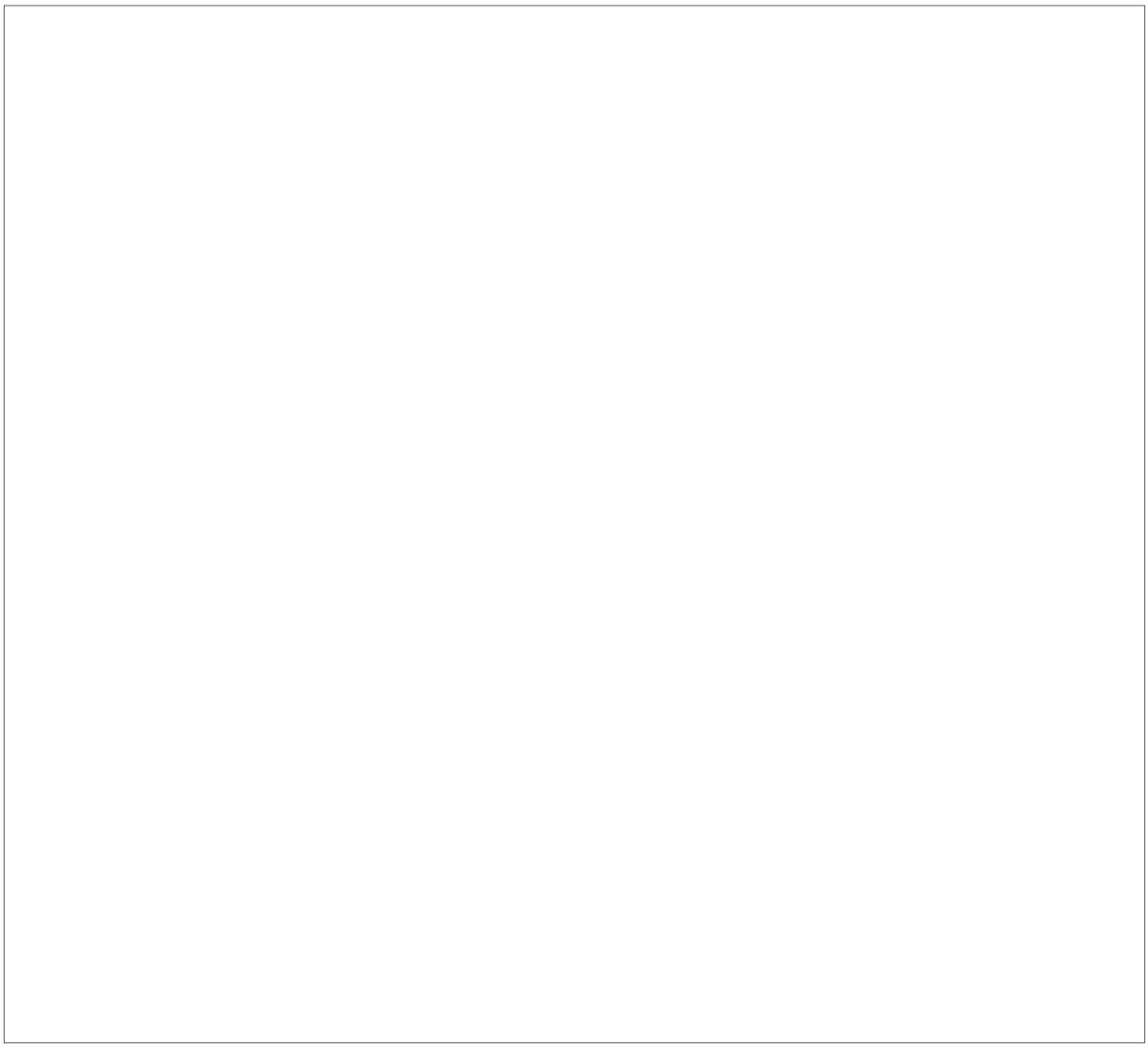



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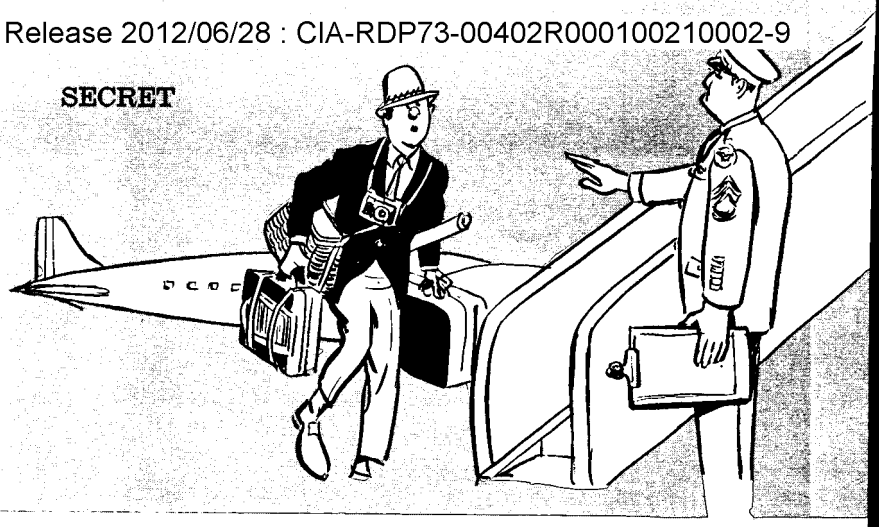
# Restrictions on Space Available Travel Lifted



## New Policy Change

The 1968 restrictions on space available travel for personnel of the armed services, discussed in the September Bulletin, have been lifted by Secretary of Defense Melvin Laird.

The new policy change permits servicemen and their dependents and retirees and their families to travel by air overseas free on a space available basis. Previously, the restrictions were imposed because of the balance of payments problem.

## Some Helpful Hints

Before rushing to the nearest air base for that summer or fall vacation, here are a few helpful hints:

- Long, uncomfortable, frequently costly waiting periods may be encountered at the aerial port of embarkation (APOE) because of large passenger backlogs.
- Legal dependents of retirees can only travel when the retiree travels.
- Retirees must establish their eligibility by presenting their ID card and a copy of their retirement orders to the passenger terminal personnel.
- Immunizations must be up-to-date for the area to be visited, as well as a passport or visa.
- Travel cannot be for personal gain or for business purposes.
- Passengers are processed on a "first-come, first-served" basis with other space available travelers of like priority.
- Reservations cannot be made for any portion of the trip. Official duty passengers can cause space available travelers to be removed from an aircraft at any point en route.
- Billeting accommodations are nonexistent at passenger terminals and extremely limited at most APOE bases. Space available travelers must be prepared to provide their own lodging in hotels or motels adjacent to the APOE.

## Travel Still Limited

Although the DOD ban has been entirely removed, it affects only air travel; and because of military requirements, even air travel is extremely limited. Travel on vessels remains suspended indefinitely by the Navy due to requirements in Southeast Asia.

Prior to attempting space available travel, it is recommended that inquiries be sent to the following organizations to obtain information concerning the availability of seats not required for personnel traveling under official orders:

| | |
|---|---|
| Military Air Traffic Coordinating Officer McGuire AFB, N. J. 08641 | Europe |
| Military Air Traffic Coordinating Officer Travis AFB, Calif. 94535 | Pacific Area |
| Military Air Traffic Coordinating Officer Charleston, AFB, S. C. 29404 | Africa, Central & South America, Puerto Rico & Middle East |
| Military Air Traffic Coordinating Officer McChord AFB, Wash. 98438 | Alaska |
| Air Terminal Officer Naval Air Station Norfolk, Virginia 23511 | Guantanamo Bay, Cuba |



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# TRAININ

## CORRESPONDENCE COURSE ENROLLMENT INCREASES

### Communications Technicians Take Variety of Courses

During 1968 and early 1969, increasing numbers of employees have been enrolling in correspondence courses. In addition to the large communications program on a world-wide basis, utilizing Radio Corporation of America, Capital Radio Engineering Institute and National Radio Institute courses, many communications technicians are taking such courses as Basic Supervision and Reports Writing under the U.S. Department of Agriculture Graduate School's correspondence program. Correspondence courses of the Army Security Agency on cryptographic subjects have also been popular for many years.

### Other Programs Growing Rapidly

Enrollment of logistics officers in the Department of Army's no-cost extension courses is growing rapidly, including Data Transmission, Computer Concepts and Effective Written Communications handled by the Adjutant General School, and Introduction to Management in Logistics, Shipment of Household Effects and others handled by the Army Transportation School.

Two doctors have enrolled in the University of Michigan's Electrocardiographic Diagnosis Correspondence Course, which is accepted by the American Academy of General Practice.

* * *

## PROGRESS AND INTEREST IN PROGRAMMED INSTRUCTION

### Programmed Instruction Convention

The annual five-day convention of the National Society for Programmed Instruction held in Washington, D. C., in April attracted a large attendance.

Featured were new developments in computer-assisted instruction, programmed instruction for groups, multi-media programming and programming of concepts. A notebook of convention information has been developed and made available to instructors and others interested in the new technology.

### Slow Starters Respond to Programmed Text

A staff study to determine validity of the programmed Map Reading Course text reveals that students who received low grades in a pre-test tended to spend more time on the programmed text, to complete more of the map program and to score almost as well on the final exam (average 79 per cent) as those who scored well on the pre-test (final exam average 84 per cent).

Statistical findings from the 55 students in another course show that the students who scored well on the pre-test tended to do only the test questions in the programmed text, or



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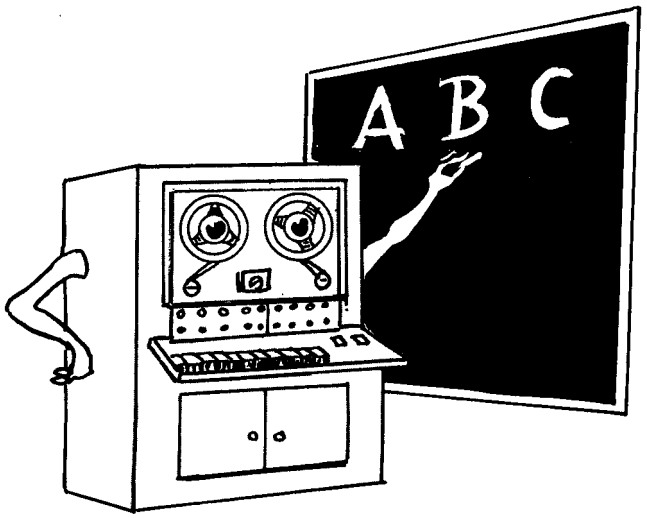
# G NEWS

the test questions plus selected instructional portions. and therefore showed a relatively small gain between the pre-test and final examination. By working through only those portions of the test where they needed instruction, those who scored well on the pre-test required less time to complete the program.

The Organization's programmed text in topographic map reading also aroused considerable interest at a recent Interagency Area Roundtable.

## Overseas Allowances Instruction

A programmed-instruction module on "Overseas Allowances and Differentials" has been completed by a finance instructor in the Support School. After successful testing in a Headquarters course and as a self-teaching instructional device, the module will be made available for use overseas.




## Programmed Instruction for Alphabetic Filing

A programmed instruction unit for alphabetic filing has been developed by an employee of the Organization. It is based on the rules for alphabetic filing contained in the Handbook for Subject Filing, and completion time for those studying the program has ranged from 45 to 90 minutes. The unit is being made available as optional supplementary instruction in one of the courses conducted by the training office. Another office has used it to train employees already on duty and for new employees as they are assigned there.

## Use of Computers in Education

The training office continues to follow developments in the use of computers in education to determine possible application to Organization training. In addition to record-keeping, class scheduling, computer-assisted counseling and computation for problem-solving, computers are being used for Computer-Assisted Instruction (CAI) and Computer-Managed Instruction (CMI).

In Computer-*Assisted* Instruction, instructional materials are stored in the computer and the student interacts with the program of instruction by means of a typewriter keyboard, light pen, or other response device. Many of the principles of Program Assisted Instruction also apply to CAI—determining specific and measurable behavioral objectives, self-pacing and active participation by the student.

Computer-*Managed* Instruction assists the teacher in administering and guiding the instructional process. Information about each student's special aptitudes, learning patterns and background is stored in the computer. After the student is tested to determine his level of achievement, the computer recommends a program of study to reach the objec-



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tives selected. The student, rather than interacting with the computer, uses learning materials such as programmed instructional texts, audio tapes or phonograph records and video tapes. The computer then aids in the evaluation process to determine what, if any, further instruction is needed. Since the teachers do not have to present all the instruction to every student, they are able to spend more time working with the students on an individual basis.

Users or developers of CAI or CMI include elementary schools through colleges; Army, Navy and Air Force; and manufacturers of computer hardware such as IBM and GE. Subjects range from elementary mathematics to the Russian language.

CAI and CMI are still considered to be in an experimental stage, and the Organization has not yet begun to use either. However, instructors and managers are being kept informed about progress in this area of educational technology through films, visits to IBM and the Naval Academy for presentations on CAI and demonstrations conducted by our own comuputer services office. Computers may offer one way for us to keep up with the trend today toward individualized instruction.

# Gold Coin Import Regulations Lifted

*But Beware: there are still pitfalls to be avoided*

### Change Greeted Enthusiastically

On 26 April 1969, the Treasury Department issued a revision of gold coin import regulations, relaxing the licensing requirements, which was greeted enthusiastically in numismatic circles.

Under the revision, imports of pre-1934 coins of legitimate issue from any nation are permitted without license. However, gold coins minted during the period 1934 through 1959 may be imported only with a license from the Director of the Office of Domestic Gold and Silver Operations (ODGSO). Thomas Wolfe is the current Director, under the jurisdiction of Treasury Secretary David M. Kennedy. Such licenses are only issued for rare or unusual coins with recognized value to collectors. However, Director Wolfe has pointed out that he no longer has discretionary authority to grant new licenses for coins minted after 1 January 1960.

### Beware of Counterfeit Coins

Director Wolfe has also revealed that his agency had reviewed a substantial number of incoming gold coins last year and found a surprisingly high percentage of counterfeits. A great number of counterfeit gold coins of the United States, Canada, Cuba, Italy and other nations are currently being produced for export in Lebanon, Italy and other places. Restrikes, modern reproductions of gold coins bearing an earlier date, also will not qualify for importation; and travelers and coin collectors should be especially careful that the coins they purchase abroad are genuine and original. Officially, restruck gold coins with pre-1934 dates are sold by Austria, Spain, France, India and other nations.

### Coins Must Be Declared

Director Wolfe also reminded travelers that they must declare their coins when returning to the United States and, although failure to do so is not a violation of the gold regulation, it is a violation of Customs regulations, which is equally serious. He stated that Customs will review the declaration, and if the coin is dated subsequent to 1933, they will ask for the license. If there is no license, Customs will retain the coins and consult with ODGSO.



Declassified in Part - Sanitized Copy Approved for Release 2012/06/28 : CIA-RDP73-00402R000100210002-9

Declassified in Part - Sanitized Copy Approved for Release 2012/06/28 : CIA-RDP73-00402R000100210002-9



### New Comptroller General's Decision Affects Reservists

A reservist, who reached 60 years of age on 30 April 1969, also at that time met the other requirements for retirement with pay under Chapter 67 of Title 10, U.S. Code:

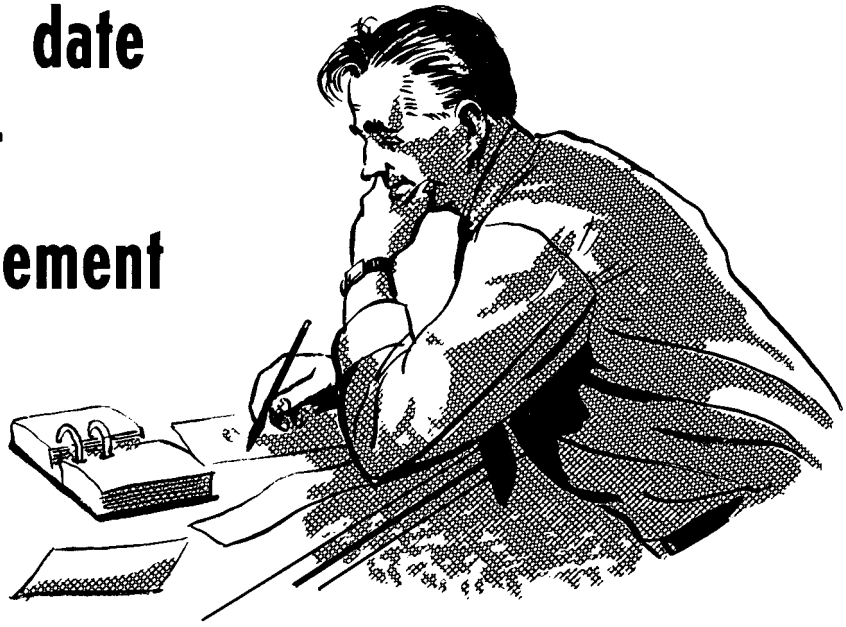
- Had performed at least 20 years of service computed under Section 1332 of the Title.
- Had performed the last eight years of qualifying service while a member of a category named in Section 1332 (a) (1) of the Title.
- Was not entitled, under any other provision of law, to retired pay from an armed force or retainer pay as a member of the Fleet Reserve or the Fleet Marine Corps Reserve.

However, he figured that, with a 12.6 per cent pay raise scheduled for 1 July 1969, it would be to his advantage in the long run, with a life expectancy of 17 years, to request that his retirement be effective on 1 July 1969. (A loss of pay for June and July would be made up in approximately 16 months. Furthermore, all cost-of-living increases in the future would be figured on a higher base.) Inquiries about selecting his own date for retirement, rather than when first eligible, revealed that there was a difference in opinion among the services on the interpretation of the laws. A request for a decision was sent by the Assistant Secretary of Defense (Comptroller) to the Comptroller General of the United States, and he decided that the reserve officer and others in similar circumstances could, in fact, delay their date of retirement if they so elected.

### Other Decisions Needed

Although this issue of the Bulletin will come out after the 1 July 1969 pay increase, it may prove advantageous for those retiring in the future to keep an eye on prospective pay raises and weight the pros and cons of selecting a later date. One of the factors to be considered has not yet been decided by the Comptroller General. That factor is the situation where a military reservist has opted for a survivor annuity under the Retired Serviceman's Family Protection Plan (RSFPP). If a reservist is eligible to receive pay but dies before the date he has selected for his pay to start, is his survivor entitled to an annuity? This question has not been answered by the Comptroller General as of this writing, and it would be wise for a reservist covered under RSFPP to make inquiry into the survivor problem before making his decision.

# Selecting the date for your military retirement





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*The information given below is part of the Organization's over-all Safety Program—on the job, in your car, at home and at play.*

# SAFETY

## PROGRESS ON MISSION SAFETY—70 PROGRAM

### Office Injuries Still High

Analysis of injuries to Organization employees during CY 1968 has revealed that 24 per cent of these injuries were incurred within the offices, and 9 per cent of injuries which resulted in a loss of at least one day from work were due to such accidents. The primary cause of these accidents was found to be unsafe or careless methods of handling of supplies and equipment and of handling and striking against safe and file cabinet drawers.

Our Mission Safety—70 goal is a disabling injury frequency rate of 2.5 or lower by 1970. CY 1968 showed progress—3.0 as compared to 3.5 for CY 1967. The elimination of lost time injuries due to accidents in offices would be considerably helpful in achieving our goal.

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# HINTS

## HOUSEHOLD HAZARDS

### Death in the Bathroom

Several cases were reported recently by the National Safety Council wherein housewives were using a well known cleaner in home toilet bowls. Not satisfied with the way the cleaner was working, each of the individuals added household bleach and stirred the mixture. The acid content of the cleaners liberated chlorine when the bleaching compound was added. Death came in a few minutes to one of the ladies. The others survived, but required long periods of hospitalization and treatment.

### Dangerous Combinations

Sold under a variety of trade names, household bleach is a solution of sodium hypochlorite. Any acid substance, even vinegar, added to bleach will create and release poisonous chlorine gas.

Cleaners and bleaches should never be combined. They should be stored in separate places and both kept well away from food or medical supplies. Above all, they should never be left where children might play with them and combine the two compounds accidentally.

### Basic Attitudes Important

In achieving any goal attitude is important. Too often a basic attitude of a negative nature causes an accident. Here are some to avoid:

| | |
|---|---|
| **Fatalism** | "I can't do anything to stop accidents." |
| **Laziness** | "It's just too much trouble." |
| **Temper** | "I'll do it my way or else." |
| **Forgetfulness** | "I meant to, but I forgot." |
| **Showing Off** | "Watch me." |
| **Recklessness** | "Danger is the spice of life." |
| **Overconfidence** | "I never get hurt." |
| **Ignorance** | "I didn't know it would blow up if I lit a match." |
| **Cynicism** | "Safety is kid stuff." |

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Declassified in Part - Sanitized Copy Approved for Release 2012/06/28 : CIA-RDP73-00402R000100210002-9



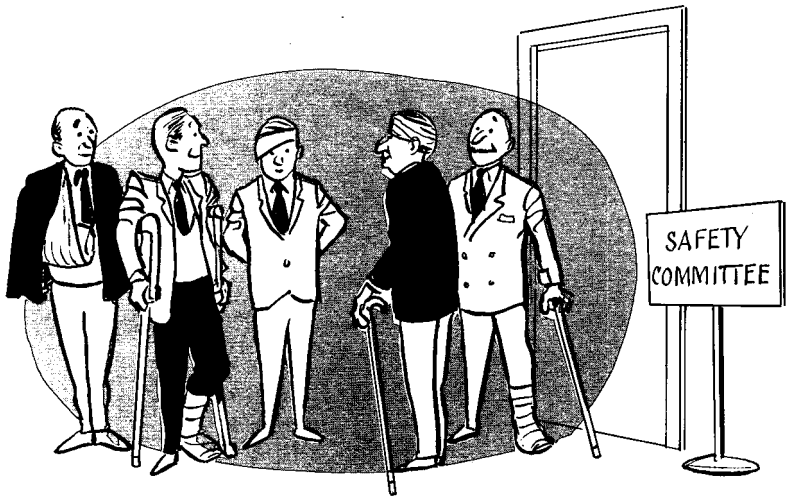
## SAFETY PROGRAMS OVERSEAS

### Strong Programs Needed

A large proportion of the most serious accidents occur overseas and this is one of the reasons why strong safety programs are so important overseas. The programs should be directed toward the prevention of fires, injuries to employees and accidents involving motor vehicles, property and equipment. The good administration of a strong safety program will make it possible for employees to work in conditions and areas that are both safe and healthful.

### Safety Committees—The Backbone of the Program

The most valuable asset in establishing and maintaining efficient safety programs overseas is a progressive and active safety committee. The size and number of personnel assigned to an activity should be considered when determining the number of safety committee members. These members should be officials who have an interest in and, if possible, some knowledge or experience in safety.




### Objectives of the Safety Committee

The primary objectives of the safety committee are to create and maintain an active interest in safety on the part of all employees and to reduce accidents. Here are some points which every good safety program should include:

- **Safety inspection**—the principal means of locating and identifying accident causes and safety hazards.
- **Education and training of employees**—in fire evacuation procedures and to assist in identifying and correcting safety hazards.
- **Reporting procedures**—to insure that each fire, accident and injury is reported promptly to the safety officer or individual responsible for the safety program in order that corrective and/or preventive actions can be taken.
- **Prompt investigation**—of all accidents, fires and injuries.
- **Careful analysis and evaluation of statistics**—to indicate trends that could eventually result in serious injuries, provide clues to kinds of hazards to be controlled and to provide necessary protective measures.

*Please*

Buckle your seat belt. Remember the National Safety Council says 4 out of 5 automobile accidents happen within 25 miles of home.

**SAFETY FOR TOTS**

Devices you can install in your car to protect small ch[illegible] described in "Selecting Autom[illegible]nts", a pamphlet available for [illegible]om the Superintendent of Doc[illegible]overnment Printing Office, Washington, D. C. 20402



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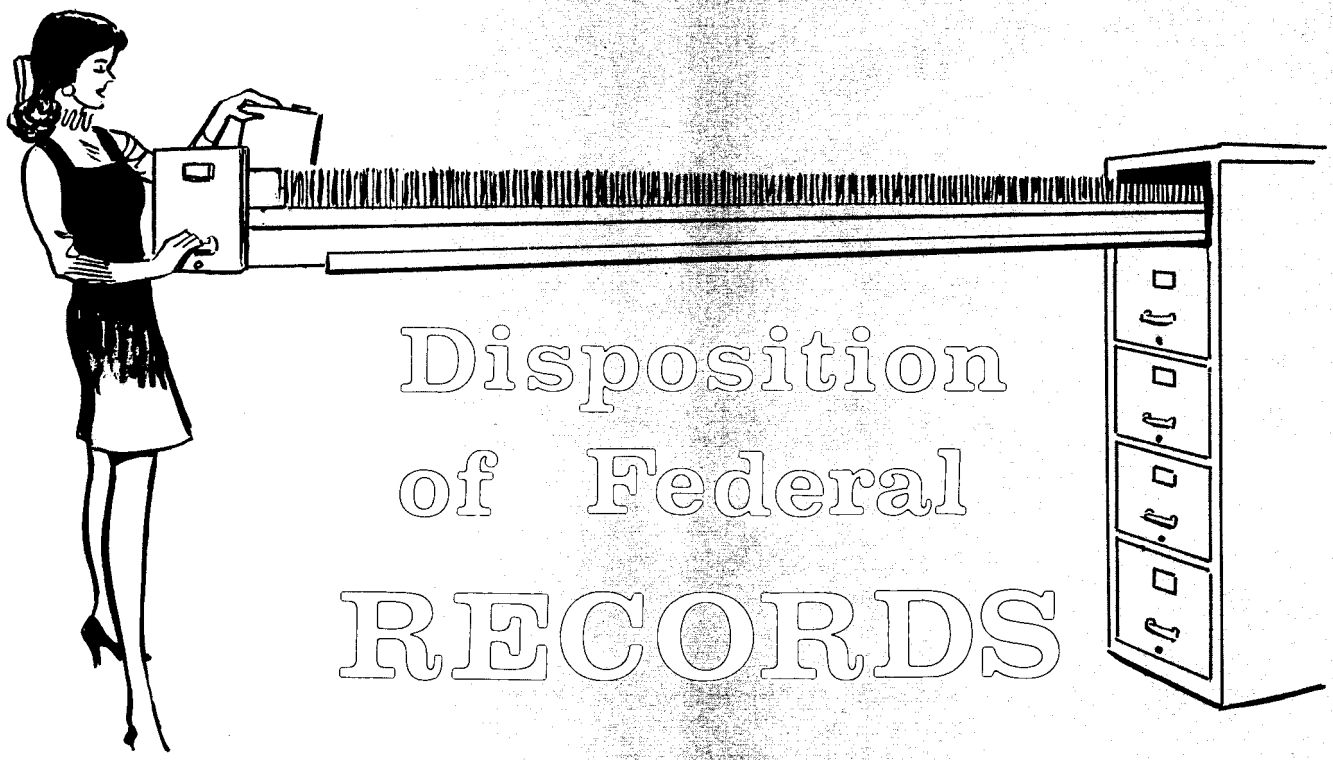

# Disposition of Federal RECORDS

## Penalties for Unlawful Destruction

Are you one of those people who hangs on to papers that are no longer of use to you because you are afraid you might destroy something that could be considered a "record" under law? You certainly couldn't be blamed for being concerned if you had read the following Sections of Title 18 of the United States Code:

234. *Destroying public records.* Whoever shall willfully and unlawfully conceal, remove, mutilate, obliterate, or destroy, or attempt to conceal, remove, mutilate, obliterate, or destroy, or, with intent to conceal, remove, mutilate, obliterate, destroy, or steal, shall take and carry away any record, proceeding, map, book, paper, document, or other thing, filed or deposited with any clerk or officer of any court of the United States, or in any public office, or with any judicial or public officer of the United States, shall be fined not more than $2,000, or imprisoned not more than three years, or both.

235. *Destroying records by officer in charge.* Whoever, having the custody of any record, proceeding, map, book, document, paper, or other thing specified in Section 234 of this Title, shall willfully and unlawfully conceal, remove, mutilate, obliterate, falsify, or destroy and any such record, proceeding, map, book, document, paper, or thing, shall be fined not more than $2,000, or imprisoned not more than three years, or both; and shall moreover forfeit his office and be forever afterward disqualified from holding any office under the Government of the United States.

## Legal Definition of Records

In view of the above, you might be wise to have some knowledge of just what "records" are as used in law. The word "records," as



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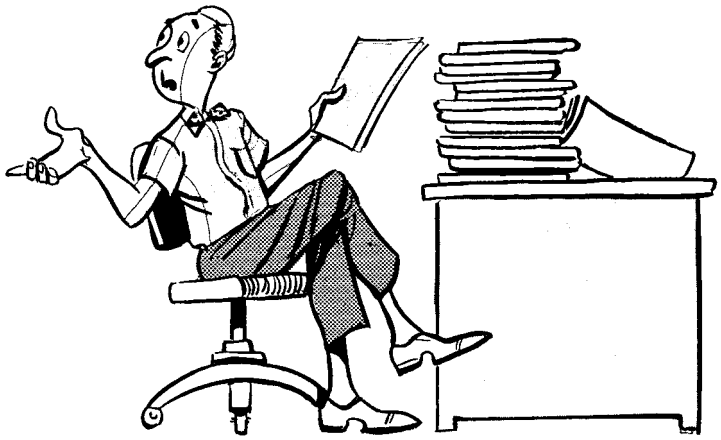

defined in the Records Disposal Act of July 7, 1943, as amended, includes—all books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by any agency of the United States Government in pursuance of Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data contained therein.

### Nonrecord Materials

It might be simpler in deciding what can be destroyed to approach the problem from the opposite angle. The Records Disposal Act identifies certain specific types of materials that are nonrecord materials that all serve purposes other than "record" purposes. They include:

- Materials preserved solely for purposes of reference or exhibition in libraries or museums.
- Extra copies of documents preserved only for convenience of reference, such as:
  - "reading file" copies of correspondence,
  - "tickler," "follow-up," or "suspense" copies of correspondence,
  - identical duplicate copies of all documents maintained in the same file and
  - extra copies of printed or processed materials of which official copies have been retained for purposes of record.
- Stocks of publications and processed documents preserved for supply purposes.
- Preliminary or intermediate drafts of letters, memoranda, reports, or other papers, and preliminary worksheets and informal notes that do not represent significant basic steps in the preparation of record copies of documents.
- Memoranda or other papers that do not serve as the basis of official actions, for example, notices of holidays or of Red Cross or Community Chest appeals and notices of activities of Government associations or
- Letters of transmittal that do not add any information to that contained in the transmitted material.

unions.

- Shorthand notes, including stenographic notebooks and stenotype tapes, that have been transcribed.

If you are still in doubt whether your material is an official record or nonrecord material, we suggest that you get in touch with your Records Administration Officer.



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Declassified in Part - Sanitized Copy Approved for Release 2012/06/28 : CIA-RDP73-00402R000100210002-9

Declassified in Part - Sanitized Copy Approved for Release 2012/06/28 : CIA-RDP73-00402R000100210002-9





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